

DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS - ATASCADERO
PLANT OPERATIONS DEPT

JOB CLASSIFICATION: Maintenance Mechanic

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Perform miscellaneous skilled work in the maintenance, alteration, and repair of buildings and mechanical systems; may instruct, lead or supervise clients/patients; and to do other related work.

- 50 % **Knowledge of tools, equipment and materials associated with the building maintenance.** Works with and leads subordinate workers in maintaining and repairing building fixtures and equipment. Remodels, maintains, moves and repairs building fixtures, appurtenances, inspects/maintains and repairs plumbing, heating, water, and sewer systems, kitchen/laundry equipment, exhaust fans, swamp coolers, miscellaneous equipment, and electrical components to best satisfy the needs of the Hospital. Does miscellaneous minor building construction and repair work; refinishes furniture, estimates and requisitions materials and supplies; keeps records and prepares reports. **Has the physical agility to climb and work off ladders, work on his/her hands and knees for a prolonged time, lift and carry a minimum of seventy (70) pounds, work unassisted if necessary and work standing throughout a workday.**
- 20 % Assists in maintaining a daily work order log showing when received and when completed. Maintains and requisitions material to meet the needs of various work orders as assigned by the Utility Shop Supervisor. **Maintains and upkeeps all tools, equipment, and buildings associated with the Utility Shop and Plant Operations. Understands and follows all Division of Industrial Safety and Building Codes when work is being performed in all areas of the facility.**
- 20 % Assists in preparing monthly work order status and project reports; prepares other reports as requested by the Chief of Plant Operations III. Analyzes and provides corrective action on health and safety issue he encounters or is brought to his attention. **Understands and knows location of Safety Data Sheets and protective gear in regard to any hazardous material he may be required to use. Reads, understands and conforms to all Hospital Administrative Directives and Plant Operations Policies. Maintains daily tool control procedures and instructs all concerned in proper tool**

control. As determined by the Chief of Plant Operations the Maintenance Mechanic may be temporarily assigned to assist in other Plant Operations functions, which would serve the best interests of the Hospital.

10 % Works with and assists trade persons in various projects assigned to Plant Operations.

2. SUPERVISION RECEIVED

Utility Shop Supervisor – Building Trades

3. SUPERVISION EXERCISED

N/A

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Methods, materials, and equipment used in the operation and repair of plumbing, heating, electrical, water, and sewer systems; materials, methods, and tools used in the repair of mechanical equipment and in miscellaneous building maintenance and repair work and skill in the performance of such work; Safety Orders of the Division of Industrial Safety dealing with heating, electrical, plumbing, and other mechanical systems.

ABILITY TO:

Read, interpret, and work from plans, drawings, and specifications; estimate materials needed; keep records; follow oral and written directions; get along well with others; read and write at a level appropriate to the classification.

5. REQUIRED COMPETENCIES

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

CPR (*at facility's option*)

N/A

MANAGEMENT OF ASSAULTIVE BEHAVIOR (*at facility's option*)

N/A

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES

Maintains and repairs building fixtures and equipment, including windows, roof, doors, screens, drains, shelving; maintains and repairs floor tile and cove base; installs miscellaneous wall fixtures such as bulletin boards, mirrors, pictures, cabinetry, posters, etc.; small appliance repair; minor electrical repairs; assists in movement of furniture; maintains and organizes work order log; maintains tool control; requisitions supplies. Maintains relationship security in the workplace.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

Knowledge of the work order system and preventive maintenance system.

6. LICENSE OR CERTIFICATION – NOT APPLICABLE

7. TRAINING - Training Category = 9

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Employee's Signature

Date

Supervisor's Signature

Date

Reviewing Officer's Signature

Date